

Guidance notes for *Journeyman* registration

What is the *Journeyman* class of registration?

The *Journeyman* class is for those plumbers, gasfitters and drainlayers who have not passed the Boards relevant licensing exam but have completed one of the following:

- the "National Certificate in drainlaying" (1998 onwards) **or**
- "Trade Practice Certificate" in drainlaying or "Practical Assessment" in drainlaying (1978-1998)

Why was the *Journeyman* class of registration created?

There are a number of people working in the industry who have completed a trade qualification but, for a variety of reasons, haven't passed their theory exam. Rather than having these people work under *exemptions under supervision*, the *Journeyman* class recognises that these people have some formal training and allows them to register and licence as a *Journeyman* in their trade.

When does the *Journeyman* class come into effect?

From 6 December 2016.

What authorised work can a *Journeyman* do?

A registered and licensed *Journeyman* can install, and work under the supervision of their *Certifier*. Unlike *exemption under supervision* holders, however, there is no requirement that they work under the direct supervision of their *Certifier* during the first two years.

The restricted work carried out by a *Journeyman* is not subject to mandatory testing by their *Certifier* or nominated person (unlike *exemption under supervision* holders); although testing of the work (or direct supervision) might still be deemed appropriate by their *Certifier* in certain circumstances.

A *Journeyman* gasfitter is entitled to work on live gas, under the supervision of their *Certifier* (unlike *exemption under supervision* holders).

A *Journeyman* cannot be a nominated supervisor, nor can they verify, or, in the case of gasfitting, commission or issue gas certificates. For the complete legislation, see the relevant Gazette notice: <http://www.pgdb.co.nz/legislation-policies/legislation.html>

What does it cost to register?

Zero fees apply until 6 December 2019. The Registrar has waived the fees if you apply for registration and a practising licence prior to 6 December 2019. This means you will not pay to be registered and you also won't pay any licence fee for what remains of the **2018** licensing year. If you apply to register after 6 December 2019, standard registration fees will apply of between \$465 and \$750 (depending on how many trades you are registering in).

How much will the annual licensing fee be?

It will cost \$375 for one *Journeyman* trade, \$465 for two *Journeyman* trades and \$555 for three *Journeyman* trades

Will I have to do the CPD course each year to renew my licence?

Yes. CPD information can be found on the Board's website: <http://www.pgdb.co.nz/trade/cpd.html>

- Your application will be processed within 10 working days of receipt.
- Registration rounds take place fortnightly. Your registration will be entered into the public register that day and you will receive your registration certificate within 10 working days. If you have applied for a licence, you will receive your card within 10 working days.
- If you have any questions about this form please call the registration team between 8am-5pm, Monday to Friday on 0800 743 262 (on the options menu press 2).

CHECKLIST

Ensure you have fulfilled these requirements otherwise your form will be sent back to you:

Part 1:

- Contact details fields are complete, including online public register information.

Part 2:

- Certified copy** of required documentation **attached**.

Part 4:

- Relevant yes/no box ticked
- Supervisor has completed their fields.

Part 5:

- Current NZ criminal record **attached**
- Current overseas criminal record(s) **attached** (read the criteria to check if this is relevant to you)
- Questions 3a-f answered.

Part 6:

- Signed and dated

Send your application to us

We recommend you send your application to us by courier so you can track delivery.

Post to:

PGDB
 PO Box 10655
 The Terrace
 Wellington 6143
 New Zealand

or

Courier to:

PGDB
 Level 8, Solnet House
 70 The Terrace
 Wellington Central 6011
 Wellington
 New Zealand

Journeyman Drainlayer registration (and a practising licence) 2018 licensing year (expires 31 March 2019)

PART 1 – Applicant's details

COMPLETE IN CAPITAL LETTERS *Denotes information which is required

Registration number*: _____

Family name/surname*: _____

First and middle name(s)*: _____

Date of birth*: ____ / ____ / ____ (dd/mm/yyyy)

PRIVATE information:

Address where registration certificate and licence card will be sent to*:

Unit and/or house number: _____ Street name: _____

Suburb: _____

City/town: _____ Postcode: _____

Home phone (private): _____ Mobile phone (private): _____

Online PUBLIC REGISTER information:

1. Work phone number*: _____

2. Work address:

Unit number: _____ Street name: _____

Suburb: _____

City/town: _____

3. Email (if any): _____ @ _____



Attach a **certified copy** of either your:

- NZQA “National Certificate in Drainlaying” (1998 onwards)
- “Practice Trade Certificate” in drainlaying or “Practical Assessment” in drainlaying (issued by the NZQA/NZ Trades Certification Board 1978-1998)



- **How do I get evidence of my qualification?**
Contact the New Zealand Qualifications Authority (NZQA) on 0800 697 296. Their Tertiary Records section will be able to provide you with evidence of your qualification. NB If your qualification is older than 2005, you will need to specify that paper records in their archives will need to be searched to find your qualification.
- **What is a certified copy?**
A certified copy of a document is one that has been officially declared to be correct by a person able to make a declaration under the Oaths and Declarations Act 1957. This can be done by taking the original document and a good quality photocopy of it to either a:
 - ✓ a lawyer, or
 - ✓ Justice of the Peace, or
 - ✓ Court Registrar.*They will check the photocopy against the original, and then sign the photocopy to say they certify it as a true and correct copy of the original. This service is usually free of charge.*
- **How do I find a lawyer, or a Justice of the Peace, or a Court Registrar?**
Use Google to find a lawyer or JP near you, or your nearest Court. Court Registrars are at your local court house. JP’s are also listed in your local White Pages.
- **Why don’t you recommend police officers?**
Not a lot of police officers are able to make declarations under the Oaths and Declarations Act 1957. All lawyers, JP’s, and Court Registrars can make the declaration.

OR

- have had a section 52 exemption approved by the Board.

PART 3 – Photo ID

Example:

If you already have photo ID on your card, skip this section. You won't have to update your photo until 2027.

If you don't have a photo on your card, the easiest way is to use your online practitioner log-in and upload a head and shoulder photo. If you've forgotten your password, call our licensing team during 8am-5pm, Monday to Friday, on 0800 743 262.



Alternatively, you can attach a passport photo here and post your application to us:



By submitting this passport photo you certify that this photo is a true likeness of yourself:

Signature: _____

Date: _____

PART 4 – Application for a 2018 practising licence and supervision

If you wish to be issued a practising licence so you may carry out drainlaying work once you are registered, please complete the details below with your nominated supervisor. Your supervisor must be registered in the certifying class and **hold a current licence** for the 1 April 2018 - 31 March 2019 licensing period before your application can be processed.

Do you require a practising licence for the **2018 licensing period (expires 31 March 2019)** to carry out drainlaying work?

- Yes
- No (please answer below then proceed to Part 5)
 - I am in New Zealand but not currently practising in the trade,
 - I am currently overseas.

Applicant (Journeyman Drainlayer):

I name the following person to be my supervisor: _____

I understand that :

- I may only carry out drainlaying work under the supervision of my *Certifying Drainlayer* supervisor below, or a “nominated supervisor” that my *Certifier* nominates
- I may carry out testing of drainlaying, unless it is for the purposes of verifying compliance under the Building Act 2004;
- My name, registration type and licensing information will be listed on my online public register page. My name and licence type will also be listed on my supervisor’s online public register page; and
- At all times when undertaking drainlaying I must be able to produce my current licence card on demand.

Supervisor (Certifying Drainlayer):

By signing this form, you agree to comply with your responsibilities as a supervisor and understand that:

- You must ensure that drainlaying undertaken by the applicant
 - a) Is performed competently;
 - b) Is subject to appropriate safety measures; and
 - c) Complies with the requirements of all relevant regulations, including regulations made under the Building Act 2004.
- You must ensure that the applicant
 - a) Is competent to perform the tasks undertaken;
 - b) Is adequately supervised while carrying out drainlaying;
 - c) Complies with all relevant regulations, including regulations made under the Building Act 2004; and
 - d) Can produce their current authorisation card on demand.
- You may nominate another currently licensed *Certifying Drainlayer* or *Tradesman Drainlayer* (“nominated person”) to provide physical supervision of the applicant. You remain responsible at all times for all aspects of the work done by the applicant even where you have nominated another *Certifying Drainlayer* or *Tradesman Drainlayer* to provide physical supervision of that work.
- You must verify work where verification is required.
- You must notify the Board in writing if your supervision of the applicant ceases. You remain responsible for all drainlaying undertaken by the applicant under your supervision until the Board has received written notice that you are no longer supervising that person, or until their licence expires. Email licensing@pgdb.co.nz
Refer to the Board’s supervision guidelines (<http://www.pgdb.co.nz/trade/licensing.html>) for further guidance.

Name of supervisor

Licence number

Signature of supervisor

_____/_____/20_____
Dated

PART 5 – Fit and proper person information

1. **Attach original** NZ criminal record (must be dated within the last month). This is available from the Ministry of Justice (<http://www.justice.govt.nz/criminal-records/get-your-own/>) within 10-20 working days.
2. **Attach original** police certificate(s) from any country you have lived in for 12 months or more (whether in one visit or intermittently) in the last 10 years. Must be dated within the last six months.
3. **Answer the following questions** by circling the appropriate option:

| | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|
| a) Are you currently facing any criminal charges in New Zealand or overseas? | Yes | No |
| b) Do you have any disciplinary convictions for plumbing, gasfitting, or drainlaying in New Zealand or overseas? | Yes | No |
| c) Are you currently facing any disciplinary charges for plumbing, gasfitting or drainlaying in New Zealand or overseas? | Yes | No |
| d) Has your plumbing, gasfitting or drainlaying authorisation (licence and/or registration) in New Zealand or overseas been cancelled, suspended, revoked or restricted in any way? | Yes | No |
| e) Do you have a physical or mental condition that may effect your ability to safely do plumbing, gasfitting or drainlaying? | Yes | No |
| f) Have you done plumbing, gasfitting or drainlaying in New Zealand or overseas when you were not legally allowed to? | Yes | No |

If you have answered “yes” to any of the questions, please ensure you attach the following documentation to your application:

- i a full written explanation of the relevant matter, and
- ii any relevant documentary information e.g. decisions, charges, letters, health certificates.

- **Fit and proper person information** is a legislated requirement under the PGD Act 2006. For more information, see the Board’s *Fit and proper person policy*: <http://www.pgdb.co.nz/legislation-policies/policies.html>

PART 6 – Confirmation of accuracy

By signing this application you verify that all information given is true and correct.

Signature of applicant

_____/_____/20_____
Date

Privacy Act 1993: The information requested in this form is collected by the Plumbers, Gasfitters and Drainlayers Board for the purpose of issuing journeyman registration and a practising licence. However, the Board may use this information for any other purposes required or permitted by the Plumbers, Gasfitters, and Drainlayers Act 2006 and the Privacy Act 1993. You have the right under the Privacy Act 1993 to access and request correction of any personal information held about you by the Board.

Send your application to us

We recommend you send your application to us by courier so you can track delivery.

Post to:

PGDB
PO Box 10655
The Terrace
Wellington 6143
New Zealand

or

Courier to:

PGDB
Level 8, Solnet House
70 The Terrace
Wellington Central 6011
Wellington
New Zealand